



Environmental Science and Services Division

Request for Proposals

September 13, 2007

Michigan's Nonpoint Source Program

To be used in applying for:

1. Developing watershed management plans.
2. Implementing approved watershed management plans.
3. Forest best management practices demonstration.
4. Social monitoring pilot testing.

Jennifer M. Granholm, Governor
Steven E. Chester, Director

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NONPOINT SOURCE PROGRAM GRANTS

Introduction

Michigan's Nonpoint Source (NPS) Program assists local units of government, nonprofit entities, and other state, federal, and local partners to reduce nonpoint source pollution. The basis of our program is watershed management; therefore, most of the projects we fund are to develop watershed management plans or to implement nonpoint source activities in watershed management plans that we have approved.

Funding Categories

The NPS Program is requesting proposals in four categories:

1. Watershed management plan development. Details begin on page 5.
2. Watershed management plan implementation. Details begin on page 6.
3. Forest best management practices demonstration. Details begin on page 9.
4. Social Monitoring Pilot Test. Details begin on page 10.

Funding Sources and Availability

This Request for Proposal (RFP) contains information concerning three funding sources. Two are authorized under the federal Clean Water Act and one utilizes state funds from the Clean Michigan Initiative (CMI). Funds should be available for selected projects in March 2008.

Federal

Clean Water Act Section 319(h)/205(j)/604(b): Approximately \$3.2 million is available for funding Categories 1 through 4. Grant awards are contingent upon the enactment of sufficient funding in the FY 2008 DEQ budget to support these grant programs and any other necessary approvals.

State

Clean Michigan Initiative - NPS: Approximately \$2 million is available for funding Category 2, but limited to physical and vegetative practices included in implementing NPS Program approved watershed management plans. Grant awards are contingent upon the sale of Clean Michigan Initiative general obligation bonds to support these projects and the enactment of sufficient funding in the FY 2008 DEQ budget to support this grant program and any other necessary approvals.

Eligible Applicants

Sub-state units of government (counties, cities, townships, and villages), public and private colleges and universities, regional planning agencies, and incorporated nonprofit organizations. Nonprofit entities are those exempt from taxation under Section 501(c)(3) of the Internal Revenue Code. In addition, all applicants must:

- Demonstrate an ability to carry out the proposed project.
- Supply proof of a successful financial audit within the 24-month period immediately preceding the application as demonstrated by an Independent Auditors Report from a Comprehensive Annual Report.
- Not have had a Department of Environmental Quality (DEQ) grant revoked or terminated within the 24-month period immediately preceding the application.

- Not have demonstrated an inability to manage a grant or meet the obligations in a project contract with the DEQ within the 24-month period immediately preceding the application.
- For Implementation Projects - Demonstrate that there is an identifiable source of funds for the future operation and maintenance of the proposed project.

Ineligible Applicants

Federal and state agencies, and individuals and groups without nonprofit status under Section 501(c)(3) of the Internal Revenue Code. However, these entities can serve as project partners or receive grant funds as subcontractors to eligible grantees.

Content

Each project should be applied for separately with a complete proposal package consisting of **ten (10)** clear hard copies and one electronic copy of all required components. Please read this information package carefully. Extraneous information will not be accepted or included in the grant proposal review process. Staple or clip the pages of the proposal. **Do Not bind the proposal or use a cover sheet other than the Environmental Science and Services Division (ESSD) Application Cover Sheet.** If color graphics such as maps are important for evaluating your proposal, your proposal package should include ten (10) color copies and an electronic copy of each.

Instructions for the grant proposal should be downloaded and followed. **Use the checklist on page 7 of the instructions to make sure you have a complete application.** Proposal evaluation will be based on the information received by the due date. Late materials will not be accepted or reviewed.

All required forms for this grant proposal are available from the NPS home page (www.michigan.gov/deqnps under "Grant Applicant Information"). Forms should be downloaded and completed and then submitted with the other components of the grant proposal. Do not use forms from previous years or from other programs.

Electronic Applications

Applicants are **required** to submit one electronic copy of **all** aspects of their proposal electronically on a compact disk. The project description, work plan, time line, budget, and all necessary statements and forms must be submitted using Microsoft Office compatible formats. Maps, graphics, and photographs should be submitted as PDF or similar files.

Project Clarification/Revisions

The DEQ may request additional information for clarification purposes. The DEQ can award grants for amounts other than those requested and/or request changes to the proposed work plan.

Confidentiality

Proposal information will not be kept confidential. Grant proposals are considered public information under the Freedom of Information Act, PA 442 of 1976.

Acceptance of Contract Content

Successful applicants will be required to enter into a project contract with the DEQ. A project contract consists of standard “boilerplate” language (Appendix B), the applicant’s project description, work plan, time line, and budget information. Failure of a successful applicant to accept these obligations may result in cancellation of the grant award.

Evaluation, Monitoring, and Quality Assurance Project Plans

All projects must include an evaluation component to determine the success of the project activities in relation to the stated project goals. Qualitative assessments (i.e., general, non-numeric efforts such as “before” and “after” pictures) and calculations of Best Management Practices (BMPs) effectiveness are acceptable forms of evaluation in most cases. All projects that include physical, chemical, biological, or societal monitoring activities for evaluation or project guidance will be required to submit a Quality Assurance Project Plan (QAPP) for approval by the DEQ. Monitoring activities are not eligible for grant funds or for use as match until a QAPP has been approved by the DEQ. A QAPP is not needed for the proposal phase.

The link for QAPP guidance for social surveys is [here](#).

Applicants proposing to perform a social survey work plan task should complete and insert the following table into the proposal (Project Description, Section F). Applicants are encouraged to contact Tyler Kitchel (517-373-6265; kitchelt@michigan.gov) prior to proposal with any questions pertaining to social monitoring.

Purpose of the monitoring (i.e., the question to be answered)	
Survey type (mail, phone, etc.)	
Survey tasks	
Detailed costs of survey tasks	
Survey sample size	
Expected return rate (mail surveys only)	
Statistical analyses to be applied to the data	

The link for QAPP guidance for environmental monitoring is [here](#).

Applicants proposing to perform environmental measurements (water quality, macroinvertebrate populations, stream morphology, etc.) should complete and insert the following table into the proposal (Project Description, Section F). Applicants are encouraged to contact Joe Rathbun (517-373-8868; rathbunj@michigan.gov) prior to proposal with any questions pertaining to environmental monitoring.

Purpose of the monitoring (i.e., the question to be answered)	
Parameters to be measured	
Measurement or analytical techniques	
Number of locations to be sampled	
Sampling frequency	
Statistical analyses to be applied to the data	

Common Evaluation Criteria (Each funding category may also have specific criteria).

- The anticipated water quality benefits of the project in relation to the cost (although a thorough cost/benefit analysis is not required).
- The ability of the applicant and the partners and contractors to carry out the project as demonstrated by previous NPS Grants or submitted information.

- Commitments for financial and technical assistance from the partners in the project, as documented by letters of commitment.
- Financial and other resource contributions, including in-kind services, by project partners in excess of the required minimum match. *Note: The percent match listed in the proposal will be used in the project contract if the proposal is selected for funding.*
- Expectations for long-term water quality improvement or protection.
- Whether the project provides benefits to sources of drinking water.
- Letters of support from affected stakeholders and local units of government.

Deadline

Applications must be hand-delivered by 4:00 p.m., **October 30, 2007**, or carrier dated (i.e., United States Postal Service, United Parcel Service, and Federal Express) no later than **October 30, 2007**.

Please note:

1. Dates from mail metering machines will not be accepted as a qualifying date. Metered mail must be delivered, or separately U.S. Postal Service post-marked by the deadline (metered mail is not usually post-marked – you must specifically request this service).
2. The tracking code and electronic tracking systems will be relied on to determine carrier dates for proposals sent via United Parcel Service and Federal Express.
3. Packages weighing one pound or more cannot be mailed from drop boxes under United States Postal regulations. Such packages should be mailed through the postal counter. Packages weighing one pound or more left in a drop box will be returned to the sender undelivered.
4. Faxes and e-mail submissions will not be accepted. Late proposals will not be considered for funding.

Submittal Addresses:

Postal Address:

Attention: Robert Sweet
Department of Environmental Quality
Environmental Science and Services Division
P.O. Box 30457
Lansing, Michigan 48909-7957

Physical Address:

Attention: Robert Sweet
Department of Environmental Quality
Environmental Science and Services Division
Constitution Hall, 1 North Tower
525 West Allegan Street
Lansing, Michigan 48933

1. Developing Watershed Management Plans

Description

All projects must result in an approvable watershed management plan, as defined in the administrative rules for the CMI NPS Pollution Control Grants and the CMI Clean Water Fund, as well as addressing the “nine minimum elements of watershed planning” required by the U.S. Environmental Protection Agency (U.S. EPA) (Appendix A).

Projects must:

- Be on a cost-reimbursable basis.
- Not exceed two (2) years in length.
- Include a minimum of 10 percent (10%) local match.
- Include a list of pollutants that will be targeted by the plan in the Project Description (Section G.).

Proposals for plans that may recommend stream bank stabilization, channel realignment, changes to channel geometry, or changes impacting flow or sediment transport should refer to the NPS Hydrologic and Geomorphic Guidance and relevant guidance from the Guidance for Wetland Related Elements - Planning Proposals.

Available Funding

Federal Clean Water Act: Maximum of \$760,000 is available.

Eligible Watersheds

Only watersheds including waterbodies listed on Michigan's 303(d) report (Appendices E through H).

Ineligible Watersheds

Watersheds that **do not** include waterbodies listed on Michigan's 303(d) report (Appendices E through H).

Eligible Activities

All activities needed for the development of an approvable watershed management plan as defined in Appendix A are eligible.

Ineligible Activities

Those not leading to the production of an approvable watershed management plan.

Phase II Storm Water Communities and Watershed Management Planning

Section 319 funding is not available for planning projects in watersheds in which more than 1/3 of the total area is covered under Phase II Storm Water Permits. However, Section 319 funds can be used to update plans developed under the Watershed-Based Municipal Storm Water Permit to meet CMI and U.S. EPA watershed management planning criteria.

Priority

Watersheds that include areas with approved Total Maximum Daily Loads (TMDLs) (303d list Appendix E). While NPS funded plans must be holistic, one focus of plans meeting this priority must be implementation of the approved TMDL(s).

Additional Evaluation Criteria

- The ability to leverage resources from other planning programs.

Contact: For questions, contact Robert Sweet, at 517-335-6967.

2. Implementing Approved Watershed Management Plans

Description

Proposals will be accepted for implementing priority nonpoint source control elements in approved watershed management plans (See map [here](#) and Appendix A) that include Waterbodies listed on the 303(d) report (Appendices E through H).

- Projects require a minimum of 25 percent match.
- Projects cannot exceed three years.
- Projects must include, as a separate attachment (one page maximum) or as part of the project description (section A), a statement on the status of the implementation of the watershed management plan. The statement should summarize past and on-going actions, discuss progress in terms of the priorities of the watershed management plan, and explain how the proposal fits into the overall implementation process.
- Projects must include a projected pollutant load reduction in the Project Description (Section G.).
- Projects must be consistent with the priority recommendations of the approved watershed management plan.
- Projects that will affect stream flow, including any potential upstream and downstream impacts from BMP implementation, must include a hydrologic analysis.

Eligible Activities

Federal Clean Water Act Section 319(h): In general, implementing water quality based priority recommendations in approved watershed management plans. Activities must directly address the pollutants, causes, and sources identified as priorities in the watershed management plan. Federally funded proposals may include one or more tasks to update watershed management plans previously approved under the CMI, to meet the U.S. EPA criteria.

State CMI – NPS Pollution Control Grants: Activities are limited to implementing the water quality based physical improvements identified in approved watershed management plans. Eligible activities include implementing structural BMPs, vegetative BMPs, and water quality based permanent conservation easement projects.

Some eligible activities may require permits from the DEQ. Appendix C contains additional information concerning the types of activities that may require a permit and the information needed by the DEQ to help make this determination. Application for a grant does not constitute a permit application, nor does it signify DEQ approval for a permitted activity.

Eligible Watersheds

Only watersheds including waterbodies listed in Appendices E through H of Michigan's 303(d) report.

Ineligible Watersheds

Watersheds that **do not** include waterbodies listed in Appendices E through H of Michigan's 303(d) report.

Funding Source Related Requirements

All projects must be in an area included in a watershed management plan approved by the DEQ as meeting the CMI criteria on or before October 19, 2007.

Federal Clean Water Act Section 319(h): The watershed management plan must also be approved as meeting U.S. EPA criteria on or before October 19, 2007, or demonstrate that update activities are in progress and that the plan will be approved prior to the end of the

proposed project, or projects can include one or more tasks in the proposed work plan to address the U.S. EPA criteria. All contracts will be on a cost reimbursable basis.

State CMI – NPS Pollution Control Grants: The watershed management plan must also be approved as meeting U.S. EPA criteria on or before October 19, 2007, or demonstrate that update activities are in progress and that the plan will be approved prior to the end of the proposed project. Projects based on plans that are approved under the state criteria but not meeting either of the previous two conditions are eligible but a low priority for funding.

Priorities

- Projects based on achieving progress toward meeting the US EPA's strategic targets defined in the US EPA Strategic Plan for Fiscal Years 2006-2011, Sub-objective 2.2.1 (available online at <http://www.epa.gov/cfo/plan/plan.htm>).
- Projects that restore water body impairments listed on Michigan's 303(d) list or result in measurable improvements in water quality at water bodies listed on the 303(d) list.
- Projects that achieve or make substantial progress toward achieving the NPS load reduction targets of an approved TMDL.
- Projects that implement long-term protection techniques to address land use changes that are threatening or have impacted water quality. This includes activities such as changes to local zoning and ordinances, conservation easements, purchase of development rights, and similar managerial activities. Proposed local zoning or ordinance work should be accompanied by a discussion of anticipated local government interest in pursuing and adopting changes that provide increased water quality benefits, along with some discussion of anticipated local commitment to enforcement and sustainability of the changes. Conservation easements and purchase of development rights require a minimum of 50 percent (50%) local match.

Secondary Priority

- Projects that implement innovative management practices to restore or protect water quality. Innovative management practices include practices that have not been previously demonstrated within the same watershed or area of the state. Proposals to demonstrate innovative management practices are required to include design standards and specifications

Phase II Storm Water Communities and Funding

Activities that are required or will be required under a Permit or Court Order are not eligible for funding under this RFP. Activities that are above and beyond permit requirements are eligible for funding. However, the proposal and watershed management plan must clearly identify permit requirements and the activities above and beyond the requirements for which grant funding is being requested, or which will be used as match. Additional information on Phase II requirements and a list of Michigan's Phase II (MS4) storm water communities can be found [here](#).

Ineligible Activities:

The following types of activities will not be considered for funding:

- Maintenance practices (including, but not limited to, weed harvesting, alum treatments, dredging, replacing failed on site septic systems, integrated crop management, and catch basin repairs).
- Land acquisition (land purchase in fee simple).
- Construction, operation, or maintenance of septage facilities, sanitary sewer, or traditional storm sewer collection systems.

- Purchasing capacity at an existing wastewater treatment plant.
- Addressing remote (out of watershed) atmospheric inputs.
- Other point-source pollution related projects.
- Development of geographic information systems, however, layers may be added to existing systems if needed for the project.
- Wetland banking or off-site wetland mitigation.
- Dam removal or repair.
- Projects that negatively impact any water resource.
- CMI-NPS Pollution Control Grants only: Information and education, planning, and similar activities.

Site Plans

Applicants must submit site plans for any vegetative or structural practices, including any earth change activities, physical modifications of the stream channel, and practices that modify hydrology. Site plans are a depiction of each project area showing all existing waterbodies (including designated flood plains and wetlands), structures, and on-site conditions as well as the proposed treatment. For the proposal, conceptual site plans will suffice. However, prior to implementing a BMP, engineered site plans prepared by a licensed professional engineer (P.E.), architect, or other professional working under a licensed engineer's authority, must be submitted to and approved by an NPS Program engineer.

Infiltration Practices

Prior to the DEQ signing a contract for projects including infiltration BMPs, successful applicants will be expected to:

- Provide a soil boring log using Unified Soil Classification System (USCS) or equivalent also noting any moisture, color, odors, and staining, for each infiltration BMP location.
- Each boring should be to a depth of an impermeable layer (including bedrock), water table, or a maximum of 5 feet below each proposed practice
- Note any onsite conditions that would impede infiltration, and
- Conduct a background check of the BMP locations to determine the potential for leaking underground storage tanks or other soil/groundwater concerns in the area.

Rain gardens

To insure the success of rain garden projects the NPS program recommends the use of mature plants over the use of plugs and discourages the use of seeds to establish the rain garden plantings.

Additional Evaluation Criteria

- The consistency of the project with the priorities identified in the watershed management plan being implemented.
- The anticipated improvement or protection of water quality.
- The anticipation that the project will result in a water body meeting one or more of its designated uses.
- Linkage to "[Cool Cities](#)" projects or implementation of "[Cool Cities](#)" project elements.
- The balanced distribution of projects throughout the state as part of project selection.

Contact

For questions, contact the ESSD Staff listed in Appendix E, or Robert Sweet, at 517-335-6967.

3. Forest Best Management Practices Demonstration

Description:

The NPS Program is interested in funding a project that will demonstrate effective forestry BMPs on a site used for forest management education. The successful applicant should commit to maintaining the demonstration site and training foresters beyond the period of the grant. The BMPs demonstrated should be selected from *Sustainable Soil and Water Quality Practices on Forest Land* (http://www.michigan.gov/documents/dnr/BMPManualDraftApril07-IC4011_193289_7.pdf) developed jointly by the DEQ and the Department of Natural Resources.

- Projects cannot exceed three years.
- Projects must be on a reimbursable basis.
- Projects must include a minimum of 25% local match.

Source of Funding and Funding Availability:

Up to \$225,000 in federal 319 base funds are available in this category.

Eligible Watersheds

All areas of Michigan are eligible. No watershed plans or 303(d) listing is required.

Site Plans

Applicants must submit site plans for any vegetative or structural practices, including any earth change activities, physical modifications of the stream channel and practices that modify hydrology. Site plans are a depiction of each project area showing all existing waterbodies (including designated flood plains and wetlands), structures, and on-site conditions as well as the proposed treatment. For the proposal, conceptual site plans will suffice. However, prior to implementing a BMP, engineered site plans prepared by a licensed professional engineer (P.E.), architect, or other professional working under a licensed engineer's authority, must be submitted to and approved by a NPS Program engineer.

Contact:

For questions, contact Tyler Kitchel, at 517-373-6265 or e-mail at Kitchelt@michigan.gov.

4. Social Indicator Pilot Projects

Description:

The NPS Program would like to fund two or three projects that will pilot test the use of social indicators for targeting and evaluating NPS implementation efforts using an approach developed by the U.S. EPA Region 5 Social Indicators Workgroup. The approach involves using core indicators for NPS grant projects and the online Social Indicators Data Management Analysis (SIDMA) system developed by Michigan State University, to collect and analyze social indicator information at the beginning and end of the project. Sources of information include a survey (developed using SIDMA), project records, and discussions with stakeholders. A description of core indicators is listed online at:

<http://www.uwex.edu/ces/regionalwaterquality/Flagships/Indicators.htm>.

Successful applicants will be expected to communicate quarterly with the USEPA Region 5 workgroup on each social monitoring work plan task and will receive general guidance and assistance from the regional workgroup and the DEQ in using the social indicator tools and in adjusting them to meet project specific needs.

Projects may be stand alone or integrated into a larger watershed project as described in categories 1 and 2.

Projects must:

- Be on a cost-reimbursable basis.
- Not exceed two (2) years in length, if part of a planning project or three (3) years in length, if part of an implementation project or as a stand alone project.
- Include a minimum of ten percent (10%) local match if part of a planning project or a minimum of 25 percent (25%) local match, if part of an implementation project or as a stand alone project.

Available Funding

Federal Clean Water Act Section 319: As described in Funding Categories 1 and 2.

Eligible Watersheds

Watersheds including waterbodies listed in Appendices E through H of Michigan's 303(d) report.

Ineligible Areas

Watersheds that **do not** include waterbodies listed in Appendices E through H of Michigan's 303(d) report.

Priority

- Projects that will test the use of social indicators for targeting and evaluating NPS implementation efforts using an approach developed by the U.S. EPA Region 5 Social Indicators Workgroup.

Contact:

For questions, contact Tyler Kitchel at 517-373-6265 or e-mail at Kitchelt@michigan.gov

				Eligible Activities				
	Available	Match	Approved Plan Required?	Planning	BMPs	Outreach and Education	Monitoring	Must Include 303(d) Listing
Planning	\$760,000	10%	No	Yes	No	Yes	Yes	Yes
Implementation - CMI	\$2.0 million	25%	CMI*	No	Yes	No	Limited	Yes
Implementation - 319	\$2.2 Million	25%	CMI**	Yes	Yes	Yes	Limited	Yes
Forest BMPs	\$225,000	25%	No	No	Yes	Yes	Yes	No
Social Monitoring		10 – 25%	CMI**	Yes	Yes	Yes	Yes	Yes

* CMI plans not also approved for U.S. EPA criteria are eligible but not a priority

** CMI plans can be updated to meet U.S. EPA criteria under this category

Applicable Forms, Attachments, & Appendices (What Should I Down Load)

	Cover Sheet	Standard Statements	Cover Sheet and Stand. Statement Instructions	Instructions			Budget form and Instructions	BMP Form and Instructions	Contractors Qualification Form and Instructions	Guidance on Hydrology Morphology	Guidance on Wetland Evaluation	Appendix A	Appendix B	Appendix C	Appendix D	Appendix E
				Project Description	Work Plan	Time Line										
Planning	Y	Y	Y	Y	Y	Y	Y	N	M	Y	Y	Y	Y	N	Y	Y
Implementation CMI	Y	Y	Y	Y	Y	Y	Y	Y	M	M	N	N	Y	Y	Y	Y
Implementation 319	Y	Y	Y	Y	Y	Y	Y	M	M	M	N	M	Y	M	Y	Y
Forest BMPs	Y	Y	Y	Y	Y	Y	Y	Y	M	M	N	N	Y	Y	Y	Y
Social Monitoring	Y	Y	Y	Y	Y	Y	Y	M	M	N	M	M	Y	M	Y	Y

Y = Yes

M = Maybe – Project Dependent

N = No